



**FLUID CONTROL RESEARCH INSTITUTE**  
**(Under Government of India, Ministry of Heavy Industries)**  
Kanjikode West, Palakkad, Kerala – 678 623

**Notification No.** FCRI/P&A/2025-26/PLO/001

29.12.2025

Fluid Control Research Institute, Palakkad under the Ministry of Heavy Industries, Government of India invites applications from the retired government employees for short tenure contract opening:-

**Post:- Purchase & Logistics Officer**

**Maximum Age-62 years**

Refer to the notification in website [www.fcricriindia.com/career](http://www.fcricriindia.com/career) for details, including on how to apply.

Applications Starting Date: 30/12/2025

Closing Date: 30/01/2026 (5.30 PM)

Notification No. FCRI/P&A/2025-26/PLO/001

29/12/2025

**Job Opening: Purchase & Logistics Officer (Short tenure basis).** One year likely to be extended 1 year at a time for upto total 2 years.

**1. Purchase & Logistics Officer (Contract)**

**No. of openings: 1**

**Education:** Graduate with 60% mark or above from UGC recognised University

**Desirable:** MBA / Post Graduate Diploma from UGC recognised University in Materials Management / Finance / Marketing. The academic qualifications shall be from UGC recognised University or Institute of national repute.

**Experience and other conditions:**

1. Retired persons from Central / State Govt. Depts. / Autonomous Bodies / Universities / PSUs / may apply.
2. The candidate shall not have faced any disciplinary actions nor shall have been involved in any litigations against any government organisations / govt. departments / procurement agencies etc. during their service / tenure.
3. The candidate should have worked in Stores and Purchase Section with at least 3 years of experience or above at Level 7 in 7<sup>th</sup> CPC Pay Matrix or should have minimum gross salary of Rs 55000/- at the time of retirement.
4. Proficiency in GeM & CPPP, handling of Tendering / Purchase process(BoQ, Custom Bidding, Single Tender etc), GTE, finalisation of Contracts, Post Contract Management, fairly good knowledge of GFR and e-procurement, experience in stores, purchase, asset management, supply chain, inventory, scrap disposal procedures
5. Strong communication & negotiation skills in English & Hindi.
6. Candidates shall apply using the specific Application Form in this notification.

**Job description/ requirement:**

- i. Well conversant with the Central Government procurement activity and familiar with GFR provisions including scrap disposal.
- ii. To be familiar with Government tendering process including GeM/CPPP/GTE, finalisation of Contracts, Post Contract Management, Management of Stores, Inventory Management, Materials Movement, Imports and Exports, Payment process including foreign payments.
- iii. Correspondence with various authorities like Customs, Banks and other Statutory Agencies, etc

- iv. A good acquaintance in working with office automation Software Application and Basic Computer Application.
- v. Any other duties and responsibilities assigned from time to time by the Competent Authority.

**Age: Maximum 62 years.**

**Remuneration:** Consolidated Rs. 40,000/- per month consolidated or as applicable on date of appointment, whichever higher. No other allowances permissible.

**Tenure:** initially 1 year, likely to be extendable 1 year at a time for upto total 2 years.

**Timings:** 09.00AM to 06.00PM, with 30 minute lunch break (Monday to Friday)  
In case of exigencies, may be required to attend duty as needed.

**Assessment:** The applications received would be scrutinized and the shortlisted candidate(s) will be called for the Interview.

**NOTE:**

- i) The Institute reserves the right to accept or reject in part or all the responses received for the post without assigning any reasons whatsoever.
- ii) This is not a regular post, nor any priority or preferential rights apply to selected candidate for future engagements or future openings at the Institute.

**TERMS & CONDITIONS FOR ENGAGEMENT:**

- A. The selected person will be engaged initially for a period of ONE YEAR on short term contract basis, which may be extended by a maximum period of 2 years, subject to the performance of the candidate assessed during and at end of each year. The term of engagement will not be extendable beyond THREE years. These are project openings and tenure co-terminus with project as applicable.

B. **REQUIREMENTS FOR THE ADVERTISED POSTS:**

1. ONLY Candidates willing to work for a minimum period of ONE YEAR may apply. No request for relieving during the first 6 months of tenure will be considered.
2. Only Indian Nationals are eligible to Apply.
3. All candidates shall have consistent scores of above 60% marks (aggregate) in all examinations starting from Class X onwards.
4. Candidates shall have consistent scores of above 60% marks (aggregate) for all semesters / all years in the Qualifying examination. In case of Universities / Institutes awarding CGPA / SGPA grading etc., the candidates are required to convert the same into percentage based on formula as per respective Universities / Institutes rules. The percentage after conversion will be considered.
5. Only qualification obtained through Full-time programme will be considered. The programme shall be completed within the specified normal duration as per the qualifying degree.
6. Mere possession of minimum qualifications / experience will not entitle any candidate to be called for Test / Interview.
7. FCRI reserves the right to cancel the recruitment process at any time / not fill up the posts notified, without assigning any reasons thereof.

**RECRUITMENT**

1. Method of Recruitment: Interview.
2. At the time of interview, Candidates shall produce for verification all original documents as proof of details furnished in the application and photocopy of each. Any discrepancies found in the certificate will attract the disqualification of application. Non-production of the original certificates at the time of interview/ written test will also disqualify the candidate disqualified.

3. Please note that in case the details provided by you in the application / at the time of interview is not supported by the documents or found to be incorrect at the time of joining or at a later date, you are liable to be terminated from the Institute, without any notice.
4. Candidates are advised to visit the website concerning all updates / corrigendum or other matters concerning this Notification including dates of Written Test/Interviews, etc. No other announcements may be expected in newspapers or other media

### **GENERAL TERMS OF ENGAGEMENT: INFORMATION TO CANDIDATES**

1. Only candidates who are willing to attend to duties on any shift shall apply.
2. Only candidates willing to work anywhere in India shall apply. The duties / assignments may entail tours/travel anywhere for any length of period.
3. Candidates shall have good health and fitness. Selected candidate shall submit Medical Fitness Certificate in specified Format at the time of joining. Candidates subsequently found to be medically unfit or found to be having consistent health issues affecting their duty/ attendance/etc. for prolonged periods will be terminated.
4. Eligible Leave: One-day Casual Leave for every completed 1 month. No leave encashment is permitted. For absence beyond eligible Casual Leave balance, pro-rata deduction shall be made to consolidated pay for the month. Eligible for Medical Leave upto 15 days for each calendar year (pro-rata reduction for reduced duration of engagement) on submission of Medical Certificate and shall be followed by submission Medical Fitness Certificate at the time of rejoining for duty. No other types of Leave are permissible. Leaves are not encashable. Leaves are specific to each calendar year and cannot be carried forward.
5. The selected persons shall be required to assist with on-site assignments, other duties and functions as may be assigned by his/her reporting officer.
6. FCRI reserves the right to terminate the contract at any point of time with a Notice period of 3 months, except in case of disciplinary actions for misconducts where Contract will be terminated with immediate effect.
7. **A Notice period of 3 months** is applicable if the selected person wishes to get relieved before completion of his/her engagement or 3 months pay in lieu thereof. No request for relieving will be entertained during first 6 months of the contract.
8. Candidates applying for being engaged on the basis of this notification for tenure basis at FCRI shall not have any preferential claims / rights / guarantees for future employment to regular posts, or in any manner in relation to other open market candidates.
9. The tenure is specific to contract agreement and shall be co-terminus with Project and in no case extendable beyond THREE Years.

### **HOW TO APPLY:**

A.1. **"Application Form"** may be downloaded from FCRI website, filled up, signed and sent with all relevant enclosures as cited in List below.

ENCLOSURE with Application Form: Scanned copies of relevant certificates (in PDF format file) shall be enclosed in the email along with the completed application Form.

- a) Class X Certificate in Proof of Date of Birth
- b) Class X Marksheet
- c) Class XII Marksheet
- d) Class XII Certificate
- e) Consolidated Mark list of the qualifying Degree
- f) Degree/Diploma Certificate
- g) Certificate of Experience in actual process / manufacturing industry from employer. All pages of the Application and Certificates shall be signed by the candidate.

**A.2. The Physical copy of the Application needs to be sent to the address given below:-**

The Head (P&A),  
Fluid Control Research Institute,  
Kanjikode West, Palakkad, Kerala. PIN: 678 623

A.3. Canvassing in any Form shall invite disqualification of the candidature.

**NOTE: Incomplete applications, OR Applications forwarded to any other emails / whatsapp of FCRI employees or those applications sent without mentioning correct subject line as stated above will be summarily rejected. No enquiries or follow up calls of candidates will be entertained with reference to the Notification.**

**Candidates are advised to visit FCRI website for all information concerning the Notification.**

**Disclaimer:**

FCRI has not engaged any person or agencies or entities for collecting of applications or any purposes related to recruitments. Candidates are advised to strictly adhere to the details mentioned in this Notification and NOT fall into promises / traps of unscrupulous agents for any recruitment processes at FCRI.

Please report information, if any, on such incidents directly to following address with relevant proof / evidences / supporting materials:

The Head (P&A), Fluid Control Research Institute, Kanjikode West, Palakkad, Kerala. PIN: 678 623.